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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 8820.2F**Effective Date: January 28,
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Request Notification of Change

 (NASA Only)

Subject: Facility Project Requirements

Responsible Office: Facilities Engineering and Real Property Division[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |
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Chapter 4. Construction

4.1 Acquisition of Construction

The designated Contract Officer (CO) is the only person with authority to obligate the Federal Government in acquiring and executing contracts. The construction phase includes preparation of the acquisition package, advertisement, negotiation, contract award, construction management, construction inspection, change control management, commissioning, and activation startup. The FPM or designee represents the CO as the Contracting Officer's Technical Representative (COTR) within the limitations granted and responsibilities assigned by the CO. The project team shall continue to provide support during this phase, especially during the change control process.

4.2 Preparation of the Acquisition Package

The CO shall provide direction for the required content of the acquisition package; however, at a minimum, it will include a Government cost estimate, the design documents, and either funds or a planning purchase request with the funds source identified (see paragraph 1.3.16.3., Requesting Funds).

4.3 Advertisement

Facility project acquisitions shall comply with the FAR and the NASA FAR supplement. For CoF projects, the acquisition process will begin only after the Authority to Advertise has been received from HQ FERPD. Funds and/or authority to advertise prior to receipt of funds may be requested when the final design is 90-percent complete and the following are submitted via a CoF Routine Transaction Form:

- a. A locally approved and signed [NASA Form 1509](#) and [1510](#) for each project,
- b. For discrete projects, the approved Facility Project Management Plan (see paragraph 2.2.4.2., Facility Project Management Plan) submitted by the FPM or COTR.

4.4 Receipt of Bids or Negotiation

The CO is responsible for bidding and negotiating construction contracts, but the COTR shall provide technical support and advice at the CO's request.

4.4.1 The COTR shall prepare and submit the NASA Form 1579, Flash Bid Report, to FERPD immediately following the bid evaluation and the CO's acceptance of the bids as responsive.

4.5 Contract Award

Contract award is the CO's responsibility. The COTR may be called upon to provide assistance prior to and during the award process.

4.6 Construction Management

During the administration of the construction contract, the COTR shall perform partnering for all facilities projects as defined in NFS Subpart 1836.70, Partnering, 48 CFR Chapter 18 (<http://www.hq.nasa.gov/office/procurement/regs/1836.doc>).

4.6.1 The COTR shall apply change controls during the preconstruction conference (or immediately after the notice to proceed is issued) to ensure all involved with the contract understand who is responsible for directing changes and how they will be administered.

4.6.2 Either the CO or the COTR shall brief all project stakeholders on contract administration and change control procedures.

4.6.3 The COTR also shall carry out the following:

- a. Ensure the facility is constructed in accordance with the contract documents.
- b. Prepare and process status reports and inspection logs.
- c. Review contractor safety and health plan with representatives from Center occupational safety and health organizations.
- d. Review and approve contractor submittals.
- e. Process contractor requests for progress payments and requests for information.
- f. Review and approve change requests.
- g. Maintain the project Current Cost Estimate (CCE), highlighting approved and potential changes in the project cost and schedule.
- h. Ensure the preparation and delivery of O&M instructions; Reliability Centered Maintenance (RCM), PT&I, and CMMS information; and as-built drawings.
- i. Use the Reliability Centered Building and Equipment Acceptance Guide (see <http://www.hq.nasa.gov/office/codej/codejx/Assets/Docs/RCB&EGuideJUL04.pdf>) during the final inspection and acceptance of installed systems.
- j. Prepare or oversee the preparation of real property vouchers and transfer documents.
- k. Complete final project closeout.

4.7 Real Property Capitalization

After acceptance of the project is accomplished, the FPM and the COTR assist the Center Real Property Accountable Officer (CRPAO) in capitalizing and classifying the real property. The FPM and the COTR, with guidance from the CRPAO, shall fill out NASA Form 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property (see https://pollux.hq.nasa.gov/nef/user/form_search_list.cfm?prefix=all&search_type=n&chart_number=1046&chart_number_like=Like). This form is required for new construction, building additions, and other significant changes to real property.

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